



FORMAT FOR REQUISITION OF TRANSFER / CHARACTER CERTIFICATE

Name of Student: _____ Father's Name: _____

Campus: _____ Branch: _____

Mobile No. : _____ Poornima Email ID: _____

Registration No.: _____ University Enrolment No. _____

Session of Admission: 20__ - 20__ Admission taken in _____ Semester

Reason for requisition of Transfer Certificate / Character Certificate (Tick any one)

- Completion of Course
- Discontinuation during the course, specify reason for discontinuing the course

Documents to be attached:

1. Photocopy of Consolidated Mark sheet;
2. Photocopy of Provisional Certificate;
3. Mark sheet of Last examination (in case of discontinuing in midsession)

I declare that all information furnished above is correct. I request you to kindly issue the Transfer Certificate / Character Certificate & oblige.

Name & Signature with Date

----- For Office Use -----

Authority	Name & Signature with Date
Checked by: Dy. Registrar	
Information Verified by: Secrecy Office	
Approval of Issuance by: Registrar	
Handed Over by: Executive (Student Window)	

Please Note:

- The Transfer Certificate / Character certificate will only be issued to the student or his/her parent
- In case of incomplete format the request for TC / CC will not be processed
- TC / CC will be issued within one working day after the submission of form at students window

Receiving signature of student/ parent with full name, date & time: